

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION PLANNING
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Associate Transportation Planner	HQ, Office of State Planning, State Transportation Plan Branch	
WORKING TITLE CTP Staff	POSITION NUMBER 900-074-4721-017	EFFECTIVE DATE 4/21/14

As a valued member of the Caltrans team, you make it possible for the department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT: Under the direction of the Chief, State Transportation Plan Branch (Senior Transportation Planner), the incumbent is responsible for developing specific policy and action modules for the implementation of the California Transportation Plan (CTP); and acting in a lead capacity for the CTP Policy Advisory Committee. The incumbent will work extensively with headquarters and district personnel, have frequent contact with local agencies, and have occasional contact with the public. The incumbent will carry out their responsibilities in a proactive and cooperative manner. Duties include, but are not limited to:

TYPICAL DUTIES

Percentage Job Description
Essential (E)/Marginal (M)

- 50% (E) Participate in the development, organization and implementation of both the policy and action element of the CTP. Develop case studies and best practices information on specific transportation problems and related solutions to develop and implement CTP strategies. Communicate effectively with Departmental contacts in various Divisions and Offices to determine and track current and potential activities and policies to support the goals, policies and strategies contained within the CTP. Coordinate and facilitate policy and technical committee meetings; assign tasks and track deliverables; communicate decisions and document comments; bring the committees to consensus and market the results. Coordinate activities with relevant Department programs, federal agencies, regional planning partners, the private sector, and local and tribal governments. Provide direction and guidance on the analysis and integration of regional and statewide planning issues and data to district staff coordinating the CTP effort. Guide District staff in regional outreach efforts and in conducting effective public participation related to the development of the CTP.

- 25% (E) In a lead capacity, facilitate and develop program/agenda for the CTP Policy Advisory Committee (PAC). This includes high levels of coordination within Caltrans and with our partners. The PAC drives the development of the CTP,

and this position will be crucial in leading that discussion, working toward developing outputs that will represent a broad spectrum of needs that will work toward developing a better transportation system and better communities in California.

20% (E) In a lead capacity, work as the CTP tribal liaison. This involves coordinating with the Native American Branch ensuring that tribal governments are well represented in the CTP. Coordination involves attending and presenting at tribal meetings, sharing of information, and keeping tribal representatives up to date with CTP events and input opportunities.

5% (M) Data entry, processing forms, filing, and making meeting arrangements.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise other employees, but will act in a lead capacity on various projects.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of Federal and State transportation planning and programming processes, laws, and funding programs; transportation, environmental, and land-use planning principles and practices; contemporary environmental, social, economic, financial, technical, legal and political issues; effective public participation techniques; Departmental programs, policies, and procedures.

Ability to effectively present ideas orally and in writing; gather, compile analyze and interpret data; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems; develop and evaluate alternatives; identify trends and recommend pragmatic courses of action; organize and give formal presentations to public agencies and the general public; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with each of the offices in the Division, District counterparts, other Department staff and staff of other State, regional, and local agencies; use personal computer equipped with email, word processing, spreadsheets and database software, including Microsoft Word and Excel, and knowledge of or ability to learn web building and editing software, and ArcView (Geographical Information System) software; provide completed staff work and travel as required.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Department's mission, policies and procedures, and Federal and State laws. The position also has responsibility for managing the Division's website and being the primary point of contact for each of the Division's offices regarding the website. Errors in fulfilling the website responsibilities could result in inaccurate information being posted on the Internet or information that should be posted, not being posted, leading to inappropriate or perhaps unlawful decisions and actions by Departmental

and other public agency staff and other individuals and organizations. Lack of knowledge, inaccurate work, misunderstanding, poor judgment, or inadequate analyses could result in misleading information being given to the Department and local agency decision-makers or misleading perceptions of California transportation planning and funding.

PUBLIC AND INTERNAL CONTACTS

The employee will routinely contact other Department planners, at the senior, associate and entry levels, and other personnel, in both Headquarters and the Districts. The employee will have regular contact with representatives (ranging from journey level planners/analysts to Executive Directors or managers) of metropolitan planning organizations/regional transportation planning agencies, state and federal agencies, institutions of higher education, private agencies and consultants, community based organizations and research agencies, and various interest groups, including but not limited to, representatives of Title VI groups, and environmental and business interests, and to a lesser degree, the general public in implementing the public participation program for the CTP and in marketing the CTIS GIS tool.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have visual acuity or corrected visual acuity sufficient to clearly see simple to complex computer screen displays in both color and black and white. Incumbent must be able to type on a standard or ergonomic keyboard and utilize a computer mouse on a regular basis, or be able to utilize a compensating device(s) that accomplishes the same. The incumbent must be able to work at a desktop computer for the majority of the workday on a regular basis. No other special or unusual physical, mental or emotional requirements are essential for the successful performance of this job.

WORK ENVIRONMENT

Standard office environment. Occasional day and overnight travel required.

ACKNOWLEDGEMENTS

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require

reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE <i>(Please Print)</i>	
SIGNATURE	DATE

I have discussed and provided a copy of this duty statement to the employee named above.

SUPERVISOR <i>(Please Print)</i> Gabriel Corley	
SIGNATURE	DATE